

PENNSYLVANIA PROCEDURE FOR
CITATION FOR OUTSTANDING SERVICE
FROM
THE PRESIDENT'S COMMITTEE ON
EMPLOYMENT OF THE PHYSICALLY HANDICAPPED

Local Community Committees on Employment of the Handicapped are requested to select and recommend for Citations for Outstanding Service individuals, organizations or groups in their community that have made an outstanding contribution toward achieving equality of opportunity in employment of the handicapped on a year-round basis. The Citations will be made by the President's Committee on Employment of the Physically Handicapped upon the recommendation of the local Committee, and the approval of the Governor's Committee.

Outstanding contributions for which Citations may be recommended may include, but need not be limited to, the following:

- A. Giving of time, service, or facilities.
- B. Providing leadership to a program in behalf of employment for the handicapped.
- C. Arranging, or sponsoring, outstanding programs, forums or expositions.
- D. Availabiltiy and outstanding ability as speaker on the subject of Employment of the Handicapped.

The following Procedure will be applied in Pennsylvania for selecting and recommending individuals, organizations or groups, for Citations for Outstanding Service:

- I. The Local Special Events or other designated Sub-Committee will be responsible for selecting and recommending to the full Local Community Committee those individuals, organizations or groups who are deemed eligible to receive the Citation for Outstanding Service.
- II. The individuals, organizations or groups selected for the Citation should be only those who have actually made an outstanding contribution to the promotion of equal opportunity in employment of the handicapped.

It should be emphasized that the Citation for Outstanding Service is not designed merely for the one most outstanding individual, organization or group in the area but may be given to any individuals, organizations, or groups in the community who have rendered outstanding service.

- III. Individuals, organizations or groups selected by the Local Special Events or other designated Sub-Committee will be proposed to the local Community Committee for approval and recommendation to the Governor's Committee. Those recommended to the Governor's Committee must be approved by at least a majority of members of the full local Community Committee.

- IV. The recommendations of local Community Committees for state approval of such Citations must be prepared on the Recommendation Form specially designed for this purpose. A supply of Recommendation Forms will be made available through local offices of the Pennsylvania State Employment Service, Bureau of Employment Security.

For each individual, organization or group approved by the Local Community Committee, two copies of the Recommendation Form must be completed and submitted to the Secretary of the Governor's Committee.

The Local Community Committee will describe, in as much detail as necessary, the outstanding service or accomplishment of those selected, the specific results of such service or accomplishment, and any additional information that will substantiate the recommendation.

The Recommendation Forms should include sufficient information and substantiating evidence to enable the Governor's Committee to determine the eligibility of those selected for the Citation.

The Recommendation Forms must be signed by the Chairman and Secretary of the local Community Committee and by all members of the Special Events or other appropriate Sub-Committee.

- V. While recommendations for Citations for Outstanding Service can be made at any time during the year, some local Community Committees may find it desirable to make presentations of Citations as one of the features of their NEPH Week Observance. In such cases, the Recommendation Forms must reach the Governor's Committee no later than September 15, prior to the observance of NEPH Week.
- VI. Upon receipt of the Recommendation Forms by the Secretary of the Governor's Committee, they will be reviewed by the Governor's Committee and, upon approval, will be forwarded to the President's Committee. As soon as the Citation for Outstanding Service is received from the President's Committee, it will be forwarded to the Chairman of the local Community Committee for formal presentation to the selected individual, organization or group.

It is suggested that the award be presented by the local Community Committee at a meeting, dinner, or other suitable event, and accompanying publicity be given to the event.

APPROVED BY:

The Governor's Committee
on

Employment of the Handicapped

DESCRIPTION OF OUTSTANDING SERVICE

1. Describe clearly the outstanding service performed by this individual, organization or group.
2. What were the specific results of this service?
3. Any additional information to substantiate the recommendation.

GOVERNOR' S COMMITTEE APPROVAL

CHAIRMAN, STATE AWARDS COMMITTEE

STATE COMMITTEE CHAIRMAN

STATE COMMITTEE SECRETARY

DATE

PENNSYLVANIA PROCEDURE FOR
NOMINATIONS FOR PRESIDENT'S TROPHY
FROM
THE PRESIDENT'S COMMITTEE ON
EMPLOYMENT OF THE PHYSICALLY HANDICAPPED

This award, which is national in scope, is made each year to a physically handicapped American who has made an outstanding contribution in the field of employment of the handicapped. The contribution must have been of such a nature as to facilitate the employment of the handicapped, or serve as an example to others.

The award will be in the form of a suitably engraved trophy, presented at special ceremonies in Washington D. C.

Local Community Committees are requested to participate in this program by recommending to the Governor's Committee a seriously handicapped individual, from its area, who it feels is worthy of consideration for this nation-wide award.

In recommending an individual for this award, local Community Committees shall follow the procedure and use the same forms as required for the Citation for Outstanding Service. The words "President's Trophy" should be inserted on the front of the Recommendation Form, immediately above the centered words "Citation for Outstanding Service."

The Recommendation Form shall include a detailed description of the specific contribution or contributions, together with an explanation of why the achievement qualifies the individual for consideration for the President's Trophy. Additional sheets of paper should be used if necessary and should be attached to the Recommendation Form. Documentary materials, such as newspaper and magazine clippings, letters, and similar items, should be submitted with the Recommendation Form.

Any recommendations from local Community Committees for the President's Trophy must reach the Secretary of the Governor's Committee no later than May 1 of each year, for consideration for the award for that calendar year.

Whether or not the individual recommended receives the President's Trophy, he will, upon approval of the Governor's Committee and of the President's Committee, be entitled to receive the Citation for Outstanding Service.

APPROVED BY:

The Governor's Committee
on
Employment of the Handicapped

AUGUST 1953

